ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Quarterly Review

FROM:

Acting Chief, Policy & Plans
4E-70, Hdqs.

EXTENSION

NO.

DATE '3 0 JUN 1982

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PSI				The DDA quarterly review is currently scheduled for 1330 hours, 14 July 1982, in the OS Conference Room. You will note that there are changes in the agenda from previous reviews. I believe the tasking is self-explanatory. Please ensure appropriate presentations relating to your directorate are developed.
2.				
3. DD/PTAS				I have set up a dry run between 1100 and 1230 hours, Monday 12 July, in the OS Conference Room. I will reconfirm.
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1–79 **610** USE PREVIOUS EDITIONS

1 0 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

STAT   ATTENTION:

DDA Planning Officer

STAT   FROM:

Chief, Policy and Plans Group
Office of Security

SUBJECT: DDA Quarterly Review Adjustment

STAT   1.   Pursuant to your conversation with [   ] and me on
2 June 1982, the Office of Security proposes to make the
following changes in the next DDA Quarterly Review in July:

        a.   Formal presentations on the Professional
Applicant Review Panel and on the Security Educa-
tion Group will be discontinued. The Director of
Security will update these programs in his opening
remarks.

        b.   The two presentations by the Information
Systems Security Group will be merged.

        c.   The remaining topics will be addressed as
in previous reviews. If the DDA can spare the
time, we will schedule a visit to the Special
Facilities Unit to see the automation of the Letter
Drop Program.

        d.   We would like to present two new topics:

            (1) The state of the Clearance Program -
            dealing with the assets, processing time
            and workload related to clearance and
            reinvestigation of new employees and
            contractors.

OS 2 1429

((

(2) The state of the Overseas Security
Program - covering station and base
surveys, physical security enhancement,
personnel protection, State SY support,
audio countermeasures surveys, acquisi-
tion and deployment of resources,
research and development, and
STAT
SIAI
revitalization of the

If the DDA finds these topics useful and informative, we will
prepare goals and milestones and include them in future quarterly
reviews.

2. Please advise if this proposal is satisfactory.

STAT

Distribution:
   Orig - Adse
     1 - OS Registry
     ① - PPG Chrono
STAT   OS/P&M/PPG   (3 June 1982)
STAT   Revised   (7 June 82)

2 8 MAY 1982

MEMORANDUM FOR: Director of Security

FROM:

                Chief, Policy and Plans Group

SUBJECT: DDA Quarterly Review

1.   Per your direction, I have discussed with the DD/PSI and DD/PTAS your intention to revise the quarterly reporting to the DDA on our Five-Year Plan, as follows:

    a. Drop the PARC presention. You will handle in your opening remarks.

    b. Merge the two ISSG topics.

    c. Drop the SEG segment. (You should summarize status in your introductory comments.)

    d. Retain the 4C report.

    e. Retain the ADP presentation.

    f. Continue the letter drop presentation for one more quarter, including a visit to the new facility by the DDA.

    g. Initiate reporting on the "state of the clearance program" by PSI. The report will reflect assets devoted to clearance (not support), processing time, and workload. The presentation should track processing of new employees, probationary and periodic reinvestigation, and industrial cases. DD/PSI should consider presentations by both Clearance Division and Polygraph Division.

    h. Initiate reporting on the "state of the technical program." The report should track scheduled surveys, completed surveys, finds, acquisition and deployment of equipment, personnel (engineer) recruitment, R&D, and the revitalization of the

      i.   Initiate reporting on overseas security -
sruveys scheduled and completed, personal protection
efforts, enhancement of station and base security, and
support to State Department security.

      2.   These changes should permit OS to give the DDA "the feel
of our pulsebeat," an overview of vital signs rather than a
sharply focused look at isolated parts of the Office's anatomy.
The last DDA Quarterly Review was on 20 April 1982. The next one
will be in July. The next Director of Security Quarterly Review
is set for 7 July 1982, and could be used as a full dress
rehearsal for the new shtick for the DDA.

      3.   If you approve, PPG will provide copies to all
participants, past, present and future.

STAT

Distribution:
  Orig - Adse
   1 - PPG Chrono

STAT   OS/P&M/PPG/
(28 May 1982)